

SERIES: 1999-2000

Circular Letter: C-6

TO: Superintendents of Schools

FROM: Theodore S. Sergi
Commissioner of Education

DATE: September 29, 1999 – **REVISED 10/1/99**

SUBJECT: 1. ED166: Disciplinary Offense Records
2. Strategic School Profiles Narratives
3. ED539: Reducing Racial, Ethnic and Economic Isolation

ED166: DISCIPLINARY OFFENSE RECORDS

Concerns have been raised about the data entry burden for the Disciplinary Offense Record (Form ED166), using the EDT95 system. We have taken into consideration the challenges, as well as the advantages, of entering data through EDT, and are providing you an option.

This electronic transfer system has been used successfully for a variety of other state data collections. Although EDT cannot be connected to individual school databases, most districts have between one and four connections located in their central office. Last year, some school districts requested permission to submit disciplinary forms via a computerized program versus paper. To accommodate their requests, this type of submission was accepted. However, some districts submitted incomplete and missing data files or computerized programs using codes that did not provide us with the necessary information required for federal reporting.

Although collecting disciplinary forms and entering data through EDT may be burdensome, the automated program has built-in tests that will prevent many common errors that have occurred from simply filling out the disciplinary forms by hand. During the data entering process for 1998-1999 disciplinary record forms, almost half of all school districts had to make corrections on the forms due to missing or incorrect information. It was difficult to reach schools during summer months regarding such errors, and as a result school districts have had to make many adjustments and corrections this September. Data that are entered electronically will not need to be corrected and resubmitted, thereby reducing the burden.

Additionally, the EDT provides districts with a variety of built-in reports. For instance, you can create disciplinary profiles by school building, grade, gender, disability, and ethnicity. Districts can also run reports based on student offenses, including alcohol, drugs, and weapons. With the strong need and concern regarding the safety of our schools, these reports will be able to provide you, your school board, and your community with important information.

We understand that because of the number of suspensions and expulsions, entering through EDT has been time consuming. We are asking you to try to use EDT for this year, knowing that the Department will develop the disciplinary form on the WEB for next year's data collection. In the alternative – if you wish – you may return to the paper submission for this school year only.

If you decide to use paper, please deliver your forms by July 14, 2000. One blank form, which contains changes from last year, is attached for your use.

Your support in this project is greatly appreciated.

STRATEGIC SCHOOL PROFILES NARRATIVES

On June 2, 1999, a memorandum from Douglas Rindone and Gregory Vassar was distributed to all superintendents regarding the required narrative text boxes for the 1998-1999 Strategic School Profile (SSP) reports, due to be issued next month. The June 2nd memorandum described the nature and use of these SSP narratives (including examples), as well as the hardware and software required for transmitting the narratives to the Department electronically. On August 23, 1999, Douglas Rindone distributed a second memorandum regarding the SSP narrative (see attached). This memorandum informed superintendents of the Department's data collection Website (www.csde.state.ct.us) and the due data for data entry, on or before September 29, 1999.

We are concerned that not all districts and schools have submitted the required narratives. If your school district does not have an internet account, I would like to suggest the following: (1) contact the Regional Educational Service Center in your area for assistance; or (2) contact Renee Brousseau at (860) 566-2997 to make arrangements to come on-site and enter your information at the State Office Building.

Profiles production and the merging of the textboxes will be done over the next two weeks. **To meet the statutory deadline for the public meeting on your strategic school profiles (early November) – the Department must have your narratives before October 8, 1999.**

ED539: REDUCING RACIAL, ETHNIC AND ECONOMIC ISOLATION

In June 1999, I wrote to you regarding the data collection on reducing racial, ethnic and economic isolation. Please see the attached 1998-1999: Circular Letter C-33 and ED 539. This completed form is due to your Regional Education Service Center on **October 1, 1999.**

If you are having difficulty in these three data collections, the priority order should be:

- (a) finish your strategic school profiles;
- (b) complete your ED539;
- (c) choose your method for ED166 and bring records up-to-date.

Thank you.

TSS:fsm
Attachments